

**Student Activities Office and the Carleton Student Association
Program Assistant, Student Activities Programming Board Chairperson
Position Description**

Application Information

- Contact: Nadine Sunderland (nsunderl, x4462)
- Applications and hiring information online: go.carleton.edu/activities
- 10 hours per week, paid
- Paid mandatory training

Mandatory Training

- May 21, 2013, 7:00 - 8:30 p.m.: Peer Leader Kick-Off
- September 2, 2013: Program Assistants arrive on campus
- September 3 - September 8, 2013: Program Assistant/Office training
- September 9, 2013: Peer Leader training
- September 10 - September 15, 2013: New Student Week involvement

Peer Leaders at Carleton College

Carleton College employs hundreds of students in a variety of leadership roles. These student leaders are vital in providing important programs and services to the campus community. With the talent, energy and spirit of Carleton's student leaders, the College stands well-poised to provide a true liberal arts education that challenges students to "learn broadly and think deeply."

To this end, the Division of Student Life has developed a Peer Leader Integration Program, designed to unify and strengthen the efforts of its student leaders. This program has many overarching benefits, but emphasizes two main goals: 1) to develop a successful and inclusive combined Peer Leader Training Program; and 2) to identify how to best utilize the talent, energy and spirit of the student leaders in assisting fellow students in a collaborative manner. In pursuing these goals, we hope to build camaraderie among student leaders, promote greater understanding of the varied resources available to students, and ultimately lead to a higher level of student satisfaction and development.

Program Assistant, Student Activities Programming Board Chairperson & Office Manager

This position is responsible for leading a group of students in developing and coordinating a variety of social, recreational, cultural, and developmental programs and services. Collectively, these programs and services are designed to challenge beliefs, educate others, inspire the individual, entertain the soul, and create a sense of campus community and pride. Specifically, this position is the programmatic lead for all Program Assistants and represents the team in a variety of meetings and outreach activities. As the Chairperson of the Student Activities Programming Board (SAPB) and student Office Manager for the Student Activities Office, this position ensures that all Program Assistants have the necessary information and resources to work effectively and efficiently.

This position works approximately 10 hours per week during the academic year, with a combination of event planning responsibilities and assisting other students in the Student Activities Office. This position also supports other Program Assistants in planning and implementing large, campus-wide events such as Spring Concert, Midwinter Ball, Halloween Concert, and Dances. Additional work hours may be available for break programming (i.e. spring, summer, and winter break). Applicants for this position must have at least one year of previous programming experience.

SAPB Chairperson & Office Manager Responsibilities

- Collaborate with the Assistant Director of Student Activities in fulfilling the goals of the Student Activities Programming Board (SAPB)
- Assist with hiring and training Program Assistants
- Schedule Program Assistants to ensure adequate coverage in the Student Activities Office
- Assist with general office management and inter/intra-office communications on behalf of the Student Activities Office and SAPB
- Coordinate and lead weekly SAPB meetings
- Assess and evaluate programs coordinated by the SAPB
- Research development opportunities for Program Assistants, including participation in regional and national professional associations
- Develop and manage an annual operating budget
- Assist in providing a safe and effective working environment for other students
- Coordinate several educational programs each term concerning alcohol abuse
- Manage the inventory of office supplies and place orders as needed
- Support Program Assistants in planning and implementing large, campus-wide events
- Other duties as assigned

General Responsibilities of Peer Leaders at Carleton

- Collaborate with other Peer Leaders, staff and faculty in creating a welcoming and inclusive campus community
- Provide resources and opportunities for students to pursue and reflect on experiences that prepare students for their post Carleton lives
- Serve as a positive role model and mentor to students
- Encourage students to explore and become involved in a variety of curricular and co-curricular activities on campus and in the community
- Be a positive source of energy and information to students
- Be available to assist with the welcoming of students and their families during New Student Week
- Serve as an effective participant in small group settings during New Student Week

Qualifications

- Carleton student in good academic and disciplinary standing
- Willingness to serve as part of a team
- Enthusiasm and willingness to learn
- Assertiveness and patience in the workplace

- Creativity, integrity, and a positive attitude
- Attention to detail and strong organizational skills
- Effective written and oral communication skills, problem solving abilities, and decision-making skills
- Ability to multi-task and manage multiple projects with overlapping deadlines
- Ability to represent the SAPB in a professional manner
- Willingness to work some evening, night, and weekend hours as needed
- Sense of humor